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| **Contract:** |  | **Contract no:** |  |

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| Down To Groundworks Ltd expects work to be carried out in a professional manner at all times. The major responsibility for monitoring Health & Safety lies with SUPERVISION. Be aware that on our sites, we expect a high degree of co-operation from all SUPERVISORS. You must take POSITIVE action on all matters relating to Health and Safety.  As a Supervisor you have a major part to play in making sure your operations are safe. You must ensure that: | | | | |
|  | | All people working under your control report to Down To Groundworks Ltd Site Management as soon as possible after first arriving on site and receive a Safety Induction PRIOR to commencing work on site. | | | |
|  | | If your operations are covered by a Method Statement, all persons involved must be briefed on its contents. You must carry out this briefing and keep written records to this effect. Such records and a copy of the Method Statement must be available for inspection at all times. You must monitor compliance by those under your control AND TAKE ANY CORRECTIVE ACTION. | | | |
| **3.** | | You attend the sub-contractors Supervisors Meetings and you are responsible for ensuring all items marked for your attention are actioned within the time limits stated at the meeting. | | | |
| **4.** | | Persons under your control wear the correct PPE. You must pay particular attention whenever you put persons to work at heights. | | | |
| **5.** | | You do not walk past obvious problems even if they are not yours to solve. Report all accidents, incidents and near misses promptly to Down To Groundworks Ltd Site Management, and co-operate in any subsequent investigation. | | | |
| **6.** | | Our COSHH, Noise, Plant Operating and Permit to Work Procedures will be explained to you during your site induction. You must comply fully with these Procedures, which have been devised for the protection of YOURSELF, those for whom you are responsible, and others on site | | | |
| **7.** | | Persons working under your control clear their debris and surplus materials on a regular basis AS THE WORK PROGRESSES e.g. daily. All materials must be stored / stacked safely in the agreed laydown areas. You must monitor housekeeping in the areas under your control. | | | |
| **8.** | | Evidence of your on-going health surveillance checks (HAVS, dermatitis, noise induced hearing loss and muscular skeletal damage) is provided where required. The occupational health of your workforce is your responsibility | | | |
| **9.** | | All plant/equipment has a current test/thorough examination certificate as applicable. All statutory inspections are carried out and recorded in a register for that purpose. Handover certificates are obtained/provided e.g. scaffold, safety nets prior to use. | | | |
| **10.** | | Keys for mobile plant are only issued to authorised operators and are kept in a secure place when not in use. | | | |
| **REMEMBER YOU ARE RESPONSIBLE FOR THE SAFETY OF THE PEOPLE YOU PUT TO WORK**  **DOWN TO GROUNDWORKS LTD EXPECTS YOU TO CO-OPERATE WITH THEIR SAFETY POLICY** | | | | |
| I have read the above rules and I am fully aware of my obligations: | | | | |
| Signature: | |  | Company: |  |
| Name: | |  | Date: |  |